

Communications and Social Media Intern

Organization Summary:

VEAP operates the largest food shelf in Minnesota and it is the largest and longest running economic support agency in the communities of Bloomington, Edina, Richfield, and South Minneapolis.

Since 1973, VEAP's basic needs programs have worked together to help alleviate the financial stress that result from unexpected expenses or lapses in income. VEAP serves the residents through a unique mix of professional and volunteer services. It is the only agency of its kind in the communities it serves that uses the efforts of hundreds of volunteers to provide thousands of services to working poor and low-income families and individuals.

VEAP's four main programs of Food Services, Children and Youth Services, Social Services and Transportation Services focus on prevention and early interventions and are designed to ensure families remain stable during a financial crisis, to have support and the opportunity to get back on their feet quickly.

Location: Twin Cities Metro
Category: Intern
Job Type: Part Time

Activity Area: Food and/or Housing Related
Closing Date: open until filled
Salary: Unpaid

Primary Duties:

Typical responsibilities include working with social media (primarily Facebook and Twitter), assisting in the development of web based marketing campaigns, maintaining and updating website content, internet research, and administrative duties as assigned.

Experience

- Excellent written and verbal communications skills are required
- Extreme attention to detail required
- Must be able to communicate effectively and professionally
- Willingness and ability to work independently
- Flexibility, good humor and perseverance
- Proficient using Microsoft Office products
- Knowledge of the internet and website platforms
- Knowledge of the internet and social media sites such as Facebook, Twitter, Youtube and blog platforms.
- Knowledge of Google Analytics or willingness/ability to learn

Additional Information:

The ideal candidate would have knowledge or interest in issues surrounding hunger and stabilizing families as well as have an interest in a career in nonprofit communications, marketing or web development.

10-20 hours per week for either a semester or school year

Reports to Development Associate

How to Apply:

Cover letter and resume to Kelly Mroczek at kellym@veapvolunteers.org

Mailing Address:

Kelly Mroczek
Development Associate
9728 Irving Avenue South
Bloomington, MN 55431

No phone calls please

Position Summary: The Volunteers Enlisted to Assist People (VEAP) Advancement Department is seeking an intern to provide communications and web based support for the 2011-2012 academic year.